

**Fort Polk
Directorate of Emergency Services**

Quick Tip Resource Guide



Your Guide to:
Law Enforcement
Fire Prevention
Game Management
Physical Security
Access Control

DES Mission

Ensure the public safety and security of the Fort Polk community through proactive prevention efforts, ready emergency response, consistent employee training and public education in perceived and real time emergencies.

DES Vision Statement

A unified emergency services organization which exceeds overall emergency response standards while promoting public safety and assistance through proactive response, prevention and education.

The goal of this pamphlet is to provide members of the Fort Polk community a quick reference guide to the capabilities and services provided by the Directorate of Emergency Services.

Each and every Division of the DES is dedicated to providing the Fort Polk community the best quality of service. 531-COPS was established to give the JRTC and Fort Polk a quick hassle free number for emergency and everyday support.

Through Teamwork and cooperation we can make Fort Polk the smallest community in the world. Through the support of our members, partners, and family we can make Fort Polk the best place to live.



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Off-Limits Establishment

WARNINGS

1 All off limits areas are listed on a memorandum signed by the Garrison Commander and posted throughout the Installation.

1 For an up to date copy of the Off-Limits list call the Directorate of Emergency Services Police Desk at 531-2677.

1 http://www.jrtc-polk.army.mil/offlimits/off_limits_list.pdf



Vehicle & Weapon Registration

Vehicle Registration/Visitor Centers Primary Mission is the vetting and granting access of personnel on the installation. Issuing of Vehicle Passes, Decals, and RAPIDGATE badges and the registration of vehicles and weapons for the installation

Vehicle Registration

337-531-0380

Visitor Center

337-531-4978

DA Office

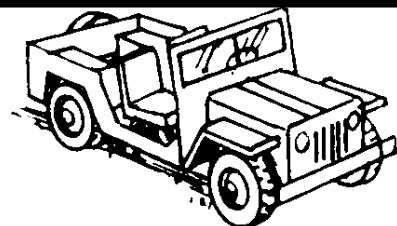
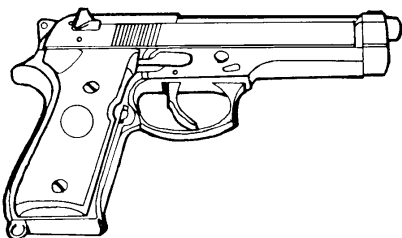
337-401-0568

Civilians manager

337-378-9034

Paperwork needed to In-process:

- Vehicle Registration & Proof of Insurance
- Valid Drivers License and Military Id card
- Weapons registration form signed by losing unit and commander
- Newly registering weapons require a description and Serial number verification (i.e. purchase forms) to be placed in the COPS system



Military Working Dog

K-9 Missions

- The Military Working Dog teams conducts command requested Health and Welfare inspections to detect narcotics and explosives in buildings and vehicles.
- Luggage and cargo inspections for deploying or returning units.
- Commanders, please schedule at least two weeks in advance, unless exigent circumstances exist
- K9 demonstrations for schools and installation events
- Barricade criminals and crowd control
- K9 also can be used to support local and state VIP sweeps upon special request

Contact: Kennel Master 531-7826





Fire Service



Protecting Those
Who Protect Our Nation

Non Emergency # 531-2026/2296

Emergency # 911





Fire Prevention & Inspections



**Call for class scheduling
531-7247**

- ❖ Fire Prevention Classes for schools
- ❖ Unit Fire & safety drills
- ❖ Extrication Class
- ❖ Home Protection

Our mission as Fire Prevention Inspectors is to ensure fire safety for Fort Polk by educating the public on fire safety and by removing hazards that are found during fire prevention inspections. Prevention is the best protection. We have many roles and responsibilities, however, our #1 goal is to prevent the loss of life due to fire.





Police Operations

- The function of the operations section is to provide procedural guidance and specific responsibilities which apply to personnel who perform garrison force protection operations and law enforcement on Ft. Polk.
- The DES Operations provide guidance to many organizations for upcoming community events. During the process operations makes sure the necessary security and safety measure are emplaced.
- Is responsible for the review and initial staffing of all police reports

Contact: Operation Officer 531-1294
Operation NCO 531-6528
Plans NCO 531-1486



The Lautenberg Amendment: Soldiers Convicted of Domestic

I. **INTRODUCTION.** The Lautenberg Amendment to the Gun Control Act of 1968 became effective 30 September 1996. It potentially affects any soldier who has been convicted of domestic violence. This document is designed to provide a brief summary of the Amendment and tell you where to go for further answers. It is NOT designed to be a substitute for individual legal advice from a Legal Assistance attorney.

II. **DISCUSSION.**

A. **Law's Impact.** The Lautenberg Amendment makes it a felony for anyone convicted of a misdemeanor crime of "domestic violence" (e.g., assault or attempted assault on a family member) to ship, transport, possess, or receive firearms or ammunition. There is no exception for military personnel engaged in official duties. The Amendment also makes it a felony for anyone to sell or issue a firearm or ammunition to a person with such a conviction. This includes commanders and NCOs who furnish weapons or ammunition to soldiers knowing, or having reason to believe, they have qualifying convictions.

B. **"Qualifying" Convictions.** The definitions of "domestic violence" and "conviction" are complex. "Conviction" does NOT include, however, Article 15s, summary court-martial convictions, deferred prosecution (or similar dispositions) in civilian courts, or judgments that have been expunged or set-aside. Legal assistance attorneys can help you determine whether you have a conviction covered by the Lautenberg Amendment.

The Lautenberg Amendment: Soldiers Convicted of Domestic

- **C. Firearms and Ammunition.** Under DoD policy, major weapon systems and crew-served weapons such as tanks, missiles, and aircraft are not covered by the Amendment. The Amendment does apply, however, to both military and privately owned firearms and ammunition. Commanders must establish procedures to ensure compliance with the law to include procedures for soldiers with qualifying convictions who desire to withdraw their privately owned weapons from unit arms rooms. These procedures must allow soldiers to sell or transfer their weapons to authorized persons directly without taking physical possession of the weapons in violation of the Lautenberg Amendment.
- **D. Information for Soldiers Affected.** If you know, or have reason to believe, that you have a qualifying conviction for domestic violence, you should see a Legal Assistance attorney immediately. If you believe you have such a conviction, you need not discuss your case with your commander until after you have seen a Legal Assistance attorney. That attorney will advise you on what you should do in your situation.
- **E. Command Responsibilities.** Commanders requesting guidance concerning the Lautenberg Amendment should contact their Trial Counsel or the Administrative Law Division at 239-2717. DOD and Army policy requires the following to implement and enforce the Lautenberg Amendment:
 - 1. Notify soldiers that it is unlawful to possess firearms and ammunition if they have qualifying domestic violence convictions;
 - 2. Check local unit files to determine whether soldiers have qualifying convictions and report soldiers known to have such convictions through command channels to HQDA;
 - 3. Detail soldiers having or believed to have qualifying convictions to

The Lautenberg Amendment: Soldiers Convicted of Domestic

duties not requiring the bearing of weapons or ammunition;

4. Prohibit soldiers having or believed to have qualifying convictions from deployments for missions requiring possession of firearms or ammunition;
5. Prohibit soldiers having or believed to have qualifying convictions from attending military schools where instruction in weapons or ammunition is part of the curriculum;
6. Prohibit soldiers having or believed to have qualifying convictions from receiving OCONUS assignments;
7. Transfer – where possible – soldiers having or believed to have qualifying convictions from TOE to TDA units and organizations; and
8. Prohibit soldiers having or believed to have qualifying convictions from re-enlisting.

III. **CONCLUSION.** If you have a qualifying misdemeanor conviction for domestic violence, the Lautenberg Amendment will almost certainly affect your military career. If you believe you have a qualifying conviction, you should immediately seek the assistance of a Legal Assistance attorney. Bring all court documents to your Legal Assistance appointment. If you do not have them, request a copy from the clerk of the court where you received the conviction.

Traffic Section

MISSION STATEMENT:

Provides continuous specialized law enforcement support to Fort Polk Provost Marshal's Office. The Traffic Section has the responsibility of providing support to the PMO by providing accident investigation, traffic surveys, traffic law enforcement, DWI processing, compiling traffic related statistical data, abandoned vehicle processing, traffic control and related tasks as directed by the Operations NCO. The Traffic Section also assists units with Safety Briefings.

Section Chief 531-1806

Citation Clerk- Officer 531-6675



Military Police Investigation

Mission

Statement

On order, I am in support of contingency operations for the 519th Military Police Battalion or other higher headquarters as directed. Additionally, provides continuous specialized law enforcement investigations and criminal intelligence gathering within the Fort Polk community.

MPI investigates misdemeanor crimes against property and persons. Further, crimes involving personal loss of \$5,000 and under are investigated by MPI.

MPIS:	531-7166
Detectives:	531-9491
INV	531-7324
INV	531-9468
INV	531-6302



Juvenile Review Boards

Juveniles titled with any crime on the Installation, with the parents approval will appear in front of the Garrison Sergeant Major, DES Sergeant Major and a panel of community leaders for punishment fitting the crime. The boards soul purpose is to assist parents in persuading juveniles from making costly judgmental errors.

The MPI juvenile investigator compiles monthly lists of juveniles listed as subjects to appear

in front of the board. The juvenile investigator further fills the roll as the Installation Probation Officer, r to ensure the juveniles adhere to community service time by the board members



Crime Prevention

- Check your home for all possible entry points and any weaknesses that they may have.
2. Check for overgrown shrubbery and trees; maintain clear lines of sight for your entrances and driveway. Trim shrubs to a height of three feet and tree canopies should be trimmed up to eight feet. Eliminate hiding areas around entrances.
3. Check exterior lighting, this includes the back and sides of the home. Try to maintain uniform lighting and eliminate dark spots and shadows.
4. Check windows and door locks, make sure they are in working order. Install a wide-angle door viewer that permits you to look outside before opening the door.
5. Lock all doors, windows and garage whenever possible, prior to leaving your residence, going to bed, or leaving on vacation.



Crime Prevention

8. Set your alarm before going to bed. You may consider
having a panic button installed near the bed or use a wireless
remote alarm key chain or pendant. Have a telephone near the
bed.
9. Leave an interior light on or use a timer to turn the light
on and off. Leave a radio or television on when out of the house.
10. Discontinue any deliveries while away on business or
vacation. Arrange for family or friends to visit your home
while you're away.
11. Take time to inventory, photograph and have an appraisal
conducted on valuable items. Prepare a videotape of your
home's contents and store in a safe or deposit box.
valuable items out of the master bedroom. Store them in a safe or
safe deposit box.

**TAKE A BITE OUT OF
CRIME®**

D.A.R.E.

531 COPS (2677)

Drug Abuse Resistance Education, better known or **D.A.R.E.**, is an international education program which seeks to discourage interest in illegal drugs, gangs, and violence. DARE, which has expanded globally since its founding in 1983, is the major demand-side drug control strategy of the U.S. War on Drugs. Students who enter the latest of over a dozen versions of the program sign a pledge to never use drugs or join gangs and are taught by local law enforcement about the dangers of drug use in a high-tech, interactive, ten week in-school curriculum. According to the D.A.R.E. website, 36 million children around the world — 26 million in the U.S. — are part of the program. The program is implemented in 80% of the nation's school districts, and 54 countries around the world



Special Reaction Team

531 COPS (2677)

Special Reaction Team (SRT) are specially trained police officers/military policeman capable of providing an enhanced response to developed threats in their area of responsibility within two hours of initial notification. SRT teams are like the SWAT equivalent in civilian police agencies. The DES Director is responsible for organizing, training, equipping and maintaining the SRT. The SRT is a specially trained team of military or security personnel armed and equipped to isolate, contain, gather information for, and, if necessary, neutralize a special threat. Specific missions and response capabilities are determined by the threat and availability of equipment and training time. When major disruptions or special threats occur (to include acts of terrorism), resources must be committed in a graduated response to resolve the situation and restore law and order. SRTs are one of the commander's principal response forces in the event of a major disruption or special threat, and as such, are an integral part of an installation's security. Some situations requiring SRT employment include, but are not limited to--

- Barricaded criminals.
- Barricaded criminals with hostages
- Sniper incidents
- Counterterrorist operations
- VIP protection (as a response force)



Desk Sergeant

The Fort Polk Police Station is open 24 hours a day, seven days a week.

The police desk is an information reporting office and it is the job of the Desk Sergeant and the RTO (Radio and Telephone Operator) to dispatch the Patrols and other appropriate services to either emergencies or minor complaints.

Each emergency or complaint is handled in order of urgency.

Additionally, the Desk Sergeant and RTO have the responsibilities of compiling data consisting of each day's complaints & case work, and then formatting them each for the Daily Journal and Police Blotter.

Contact Information: 911

Emergency 1-C



Civil Liaison

The Fort Polk Civil Liaison & AWOL Apprehension Section serves as the focal point and commander's advisor for the:

1. Processing and disposition of AWOL/Deserters
2. Extradition of deserters IAW AR 5-9
3. Coordinating with the IDF.
4. Transporting of all court-martialed Soldiers PCS to confinement facilities.
5. Processing and serving warrants.
6. Working in conjunction with local law

Community Liaison Support is provided by the following enforcement organizations:

Vernon Parish Sheriffs Office - Leesville Ward Marshal



Bike Patrol

Bike patrol is a community asset used in many different ways. Bike patrol patrols the neighborhood parks, barracks and areas where police vehicles cannot gain access to. Bike patrols are highly accessible by the public. They ride throughout the neighborhoods ensuring other bicyclist are wearing the necessary safety equipment. While doing so teach cycling safety to our young c and Soldiers.



Special duties:

- Coordinate and run Bicycle rodeos
- Supports local schools and youth centers

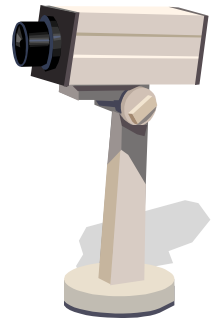
Time frame
-September



Physical Security

The physical security division of DES supports the installation in the following areas:

- Compliance inspections
- Curtsey Inspections
- Vulnerability Assessments
- Alarm Monitoring and Trouble Shooting
- Closed Circuit TV and Cameras
- DoD Lock Program
- Staff Assistance Visits
- Deployments / Re-deployment Support
- Rapid Gate Program



Office Hours: 0800 - 1630 Monday - Friday

Alarm PIN Numbers are issued between 0800 - 0900 daily.

(Please ensure you bring an updated unaccompanied access roster and your completed background screening)

Physical Security Contact Information

Division Chief - 337 531-4913 / 337 353-7927

Inspectors - 337 531-6012/7756

ICIDS - 531-1214/9467

DoD Lock Program Hotline: 800 290-7607

Address: Physical Security Office
1668 22nd St, Bldg 2397
Fort Polk, La 71459



Force Protection

Force Protection is a branch of the Physical Security Division. They support the DES in perimeter security and Access Control in the following area;

- Fence Line Security
- ACP Operations
- Access Control Procedures and Operations
- Random Anti-Terrorist Measures
- Operation Save A Life
- Special Event Security Operations

Hours of Operations: 0900 – 1700 Monday – Friday

Section OIC: 337 531-1746

Section NCOIC: 337 531-7303

Rapid Gate Program

Rapid Gate registration kiosks are located at the Visitor Center, Central In / Out Processing and ACP 7.

To contact Rapid Gate Call: 877 727-4342

Access Control

Access control at Fort Polk is facilitated through The Physical Security Division of DES. It is performed by the followings programs and procedures:

- Day Passes (24 hours)
- Visitors Passes (Up to 2 weeks)
- Scanning of State/Federal Credentials
- Rapid Gate (Valid for 1 year)
- Vehicle Registration

The following documentation is required for access:

Valid Photo ID (Drivers license, state issued ID, Passport) and reason for entrance. If operating a motor vehicle, the following additional information is required; Vehicle Registration, Drivers License and Proof of Insurance.

Day passes are issued at the Visitor's Center at ACP 1.

Visitors may enter the installation using a scanable State issued Drivers license or ID Card.

Personnel operating a motor vehicle on the installation must have:
Valid registration, proof of insurance and license

For more information on access control contact:

Visitors Center: 337 531-4978

Vehicle Registration: 337 531-0380

Force Protection: 337 531-1746/7303

Visitor

Center

The Visitor's Center is located on Entrance Road next to ACP 1. Here visitors can find information about where units and activities are located on Fort Polk and receive general assistance.

Visitor passes are issued from the Visitor Center and is open 24 hours a day.

The following documentation is required for access:
Valid Photo ID (Drivers license, state issued ID, Passport) and reason for entrance. If operating a motor vehicle the following additional information is required; Vehicle Registration, Drivers License and Proof of Insurance.

Visitor Center is also a location where contractors are registered for RAPID Gate

For more information on access control contact:

Visitors Center: 337 531-4978

Vehicle Registration: 337 531-0380

Force Protection: 337 531-1746/7303



Game Enforcement

The Game Enforcement Branch supports Provost Marshal Operations by enforcing wildlife laws and regulations, controlling hunting, trapping and fishing access to the Wildlife Management Areas (WMAs), issuing permits, maintaining statistics and conducting hunting orientation and safety classes. Additionally the section enforces animal control regulations and assists stranded or lost sportsmen

Hunting and Fishing permits are  the  hunter or fisherman has valid state license.

Fort Polk follows all state  and  federal rules regarding wildlife management.
JRTC & FT Polk 210-18





Game Enforcement

Permits required to hunt on Fort Polk

Office # 531-5222/5715



Police Administration

The Administrative Section performs the administrative functions of the Provost Marshal Office, maintaining and safeguarding files while controlling records, correspondence, and forms. Additionally, the section is responsible for preparing post driving privilege suspensions, statistical requirements, automation security, privacy act requirements, Freedom Of Information Act requirements, processing of various reports, queries, etc. with the Centralized Operations Police Suite (COPS) and accountability and reporting of the Victims and Witnesses of Crime program

Admin Clerks 531-1492
 531-4121
 531-1489



Community Policing

Community policing is committed to interacting with the non-crisis situations, thereby meeting a wide variety of problems subsequently tapping into a substantial resource to share control efforts. The program consists of eight law enforcement officers and one working supervisor. The eight officers are divided into two teams and alternate work days. Each officer is assigned a primary and secondary neighborhood. Neighborhoods are closely monitored by officers conducting consistent but unpredictable walking patrols. Officers observe and encourage concerned residents to be forthright with concerns and issues. Officers specialize in detecting incidents that are abnormal or inconsistent with the neighborhood. Such incidents may prompt officers to conduct inquiries. Interviews with anyone who may be affiliated.

Volunteers from each community also participate in a law management program acting as an extension of law enforcement awareness. Persons involved in the program gather all non-emergency information and relinquish same to their assigned community policing officer. All emergency situations are to be reported to the PMO. CP officers may be contacted during daylight hours (7) days a week through neighborhood offices or through PMO.

**“...the police are the public and the public are the police...”
- Sir Robert Peel**





WALDEN
SECURITY

Walden Security

We know what security means to you

At Walden Security, we know that safety and protection have never been more important.

Whether safeguarding the physical well-being of your employees, tenants, or residents, or ensuring the integrity of your property and possessions, we know the concept of security has expanded not only in scope, but also in relevance. That is why Walden Security is *"Setting the Standard by Setting the Example."*

American-owned and American-managed, Walden Security has developed a strong corps of well-trained **officers**, backed by qualified **management**, experienced supervisors, the latest **technology**, and exceptional customer service. Couple this with our belief in doing business with people, not companies, and it is evident that we have established a history and a reputation in the industry that sets us apart from the competition.

Personal service from dependable people

Walden Security provides the personal service you want from the dependable people you need. All the elements are in place to keep you secure with a company you can

Chief 531-0028
Trust a company that provides the right officer for the right job.



Important Numbers to Know for

EMERGENCY CALLS On Post **JRTC & Fort Polk**

🌐 All housing areas and non 531 number can use **531-COPS(2677)**

🌐 All 531 numbers can dial **911**

This process is designed to give the Fort Polk community the quickest response until an integrated

911 system is incorporated.

Police Desk.....531-2227/210

Visitor Center.....531-4978

Directorate of Emergency Services:

Director/Installation Provost Marshal.....531-7020

Emergency services Manager.....531-6087

Sergeant Major.....531-7240

Directorate Admin.....531-7020

Police Chief.....531-2310

Police Operations.....531-4416

Support Operations.....531-6294

Resource & Training.....531-2256

Operations Sergeant.....	531-6528
Operations Officer.....	531-1294
Military Police Investigations.....	531-7324
Traffic Accident Investigations.....	531-1806
Force Protection.....	531-7303-1
Physical Security	531-4913/6
Civil Liaison.....	531-6812/63
Game Enforcement.....	531-5222/5
Vehicle Registration.....	531-0380
Walden Security.....	531-0128

FIRE DEPARTMENT: 24 hour 531-2026/2296

Fire Chief.....	531-7486
Assistant Chief.....	531-6161
Fire Inspectors.....	531-7247



Information found in this pamphlet
can be found on our web page at:

[http://www.jrtc-polk.army.mil/DES_website/default
.htm](http://www.jrtc-polk.army.mil/DES_website/default.htm)